

MUNIS

AUDIT FILES ADMINISTRATION
(MSA-2)

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MUNIS AUDIT FILES ADMINISTRATION

OVERVIEW

MUNIS maintains an audit history for critical processes within the system. It is important to keep audit information until all functions in a process are completed or until an audit trail for the process is no longer necessary. Audit files are especially useful in researching system activity. Uses for these files include the following:

- Determining date and nature of changes to vendor records.
- Researching changes and additions to the Chart of Accounts.
- Identifying the author and nature of changes to employee records.
- Identifying the author and nature of changes to payroll master records.
- Determining dates and processes completed in individual payrolls.

As part of using and managing the MUNIS database, efforts must be made to keep only necessary information in the audit files. Purging audit files that are no longer necessary will:

- Decrease the time required to perform updates to the MUNIS database.
- Minimize the size of the database and, therefore, hard disk utilization.
- Improve the efficiency and operation of the MUNIS application.
- Reduce time required to perform backups and database refresh (murefresh)

SCHEDULING AUDIT FILE PURGES

Each district should develop a schedule for regularly deleting unnecessary information from audit files. Review the information maintained in each audit file to establish when it is appropriate to delete records from that file.

Before purging audit files, carefully review the records selected for deletion. It may be advantageous to maintain a spool file on disk or tape or a printed report of deleted information for a period of time. Carefully consider the impact purging these files may have in all related areas within MUNIS.

ACCOUNTS PAYABLE

Vendor Audit File

This file contains an audit trail of any change (add, delete, update) made to the Vendor File. Audit files can be selected by entering a date range and/or a range of vendors. The Vendor Maintenance Audit List/Purge function can be used to produce a report containing:

- Vendor number
- Date of change
- Author of change
- Description of the change
- Original data (if applicable)
- New data

This information can be useful in conducting detailed research into vendor records.

The Vendor Maintenance Audit List/Purge function can also be used to purge vendor audit records. Vendor file audit entries should be purged when the information contained in them is no longer needed.

Purge Suggestion: Retain current and prior calendar year entries. Purge on an annual basis after producing 1099's.

To Access the Vendor Audit File, Select:

A) FINANCIALS

 D) Accounts Payable Menu

 D) Vendor Maint/Reports Menu

 B) Vendor Maint Audit List/Purge

The following screen is displayed:

VENDOR MAINTENANCE AUDIT LIST/PURGE - KDE TEST SYSTEM

Action
Define
Purge
Exit

Vendor range: to

Date range: to

Define list or purge parameters and select data. NUM OVR

1. Select **Define**.
2. Enter the **Date range** for selecting audit file records. A range of **Vendor Numbers** may also be entered to limit the records returned.
3. Select the **Output** icon and **Print** or **Spool** to review and retain the "change" records.
4. If a set of audit files is no longer needed, select **Purge** to delete the records. Only Audit File records selected by using **Define** are deleted.

GENERAL LEDGER

Account File Audit

This file contains changes made to all accounts from the following functions:

- G/L Account Table
- G/L Account Mass Change/Reset
- G/L Account Mass Creation
- Change G/L Account Code

General Ledger audit files contain detailed information on changes made to account structure. The Account Maintenance Audit function can be used to print a report of any changes made through the above G/L function. The report includes:

- Org Code
- Object Code
- Project Code (if applicable)
- Date of change
- User who processed the change
- Description of the change
- Original data (if a field was changed)
- New data (if a field was changed or created)

This information can be used to verify when and by whom an account was added or deleted.

The Account Maintenance Audit function can also be used to purge the Account audit records. This file should be purged **ONLY** when historical information about selected accounts is no longer needed.

Purge Suggestion: Retain current and prior fiscal year entries. Purge on an annual basis after fiscal year end close.

To Access the Account File Audit, Select:

A) FINANCIALS

 A) General Ledger Menu

 A) Set-Up/Chart of Accounts Menu

 O) Account Maintenance Audit

The following screen is displayed:

ACCOUNT MAINTENANCE AUDIT - KDE TEST SYSTEM

Action

Define

Purge

Exit

Account range: [] [] [] to [] [] []

Date range: [] to []

Define list or purge parameters and select data.

NUM OVR

1. Select **Define**;
2. Enter a **Date Range** for selecting audit file records. A range of **Account Numbers** (Org is required, Object and Project codes are optional) may also be entered to limit accounts returned for deletion.
3. Select the **Output** icon and **Print** or **Spool** to review and retain the "change" records.
4. If a set of audit files is no longer needed, select **Purge** to delete those records.

Budget

Define/Start Budget Projection

The Budget preparation module contains one or more projections for each year budgets are established. A Budget projection is used to prepare and establish a budget in a particular fiscal year. A projection can be used to view the various budgets requested and established at varying budget levels (Requested through Tentative). Additionally, if detail information is entered, it is viewed through this function as well.

Once the Budget Completion Journal is performed on a projection, the varying budget levels as well as the original budget is recorded on each account in the projection. All Munis reports, with the exception of the Next Year Budget Reports in the Budget Menu utilize the budgets recorded on the account contained in the chart of accounts table.

Purge Suggestion: Retain current and prior fiscal year entries. Purge on an annual basis after performing fiscal year end close.

To Access the Employee Audit File, Select:

- A) FINANCIALS
 - B) Budget Menu
 - A) Define/Start Budget Projection

The following screen is displayed:

BUDGET PROJECTION MASTER MAINTENANCE - KDE TEST SYSTEM

Action

Gen

Master

Recalc

Copy

Exit

Projection number 967

Description 1997 PROJECTS

Ceiling percent .00

Created from Projection

Allow maintenance for level 1 users? Y

Budgetary Method 1 FROM BUDGET APPROPRIATION PROCESS

Account Status A Active Include Encumbrance

Fund ranges in Projection

Fund range 1	2	to	2
Fund range 2		to	
Fund range 3		to	
Fund range 4		to	

Use which budget amounts? R

(C) = current yr revised
(O) = current yr original
(R) = next yr req level 1
(Z) = zero budget amounts

Selective account inclusion N

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Generate a new data item.

NUM OVR

1. Select the **Find** icon and press **OK** to select all projections.
2. If the projection currently displayed is no longer needed, select the **Delete** icon.
3. The program will prompt to confirm this deletion.

PAYROLL

Employee Audit File

The Employee Audit File contains information on any change (including creation and deletion) made to the employee master file, employee deduction file, employee recurring pay file, and master auxiliary files. The Employee Detail History function can be used to review changes to employee files or master auxiliary files (using the M-Find command), including:

- Date and time of change
- User who processed the change
- Action executed (type of change)
- File that was changed
- Field within the file that was changed
- Old and new values for the field

This information can be used to verify when and by whom an employee or master auxiliary file was changed.

The Employee Detail History function can also be used to purge employee audit records. This file should be purged **ONLY** when historical information about selected employees is no longer needed.

NOTE: *The M-Find command will retrieve changes to master auxiliary files regardless of whether an employee record is displayed. It is a record of changes to ALL auxiliary master files.*

Purge Suggestion: Retain current and prior calendar year entries. Purge on an annual basis after printing W-2's.

To Access the Employee Audit File, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance & Reports

G) Employee Detail History

1. Select **Detail**. The Employee Detail Data Options screen is displayed.
2. Select **Audit History**.

The following screen is displayed:

The screenshot shows a software window titled "PAYROLL MASTER FILE AUDIT - KDE TEST SYSTEM". On the left is a blue vertical sidebar with four buttons: "Action", "M-Find", "X-Audit", and "Exit". The "M-Find" button is highlighted. The main area of the window is yellow and contains several input fields for search criteria: "Emp #", "Last", "First", "SSN", "Change Date", "Change Time", "User", "Action", "File", "Code", "Field", "Old Value", and "New Value". At the bottom of the window is a status bar with the text "Find auxiliary master file changes.", a message "No records found which satisfy the selection criteria." (in red), and two buttons labeled "NUM" and "OVR".

3. Select the **Find** icon and enter the appropriate selection criteria to return the desired records.
4. Press **OK**.
5. Select the **Output** icon and **Print** or Spool to review and retain the selected audit records.
6. If an audit record is no longer needed, select the **Delete** icon to purge all selected Employee Change audit records. A message will appear to confirm the purge.
7. Select the **M-Find** button and enter the appropriate selection criteria to return the desired records.
8. Press **OK**.
9. Select the **Output** icon and **Print** or Spool to review and retain the selected audit records.
10. If an audit record is no longer needed, select the **Delete** icon to purge all selected Employee Change audit records. A message will appear to confirm the purge.

Payroll Period Summary Files

The Payroll Period Summary Files record a snapshot of employee master, pay, deductions and other information at the time a payroll is generated. This information is used during the payroll process and subsequently written to employee history files once the Employee Update is performed. It also indicates whether the payroll was completed and the dates of its beginning, completion, and check issue.

The Payroll Status/Start/Change function can be used to review the following payroll details:

- Payroll run type (Monthly, Bi-monthly etc.)
- Start and end dates of a payroll
- Payroll check dates
- Required and completed steps in a payroll
- How much of a payroll has been completed
- Date when the checks were distributed for a particular payroll.

This function can also be used to purge payroll processing audit files.

NOTE: *The Payroll Period Summary Files quickly becomes the largest files in the database and will increase the processing time of future payrolls if not purged on a regular basis.*

NOTE: *Removing a completed payroll from the Payroll Period Summary Files does not remove the history associated with the payroll. Employee payroll information is retained in appropriate history files when the Employee Update is performed.*

Purge Suggestion: Retain 4 months of information. Purge on a quarterly basis after completing and submitting the 941 report.

To Access the Payroll Period Summary File, Select:

B) PAYROLL & PERSONNEL

C) Payroll Processing Functions

A) Payroll Status/Start/Change

The following screen is displayed:

PAYROLL SETUP & RUN STATUS - KDE TEST SYSTEM

Action
Start
Change
T/A-Users
Exit

Payroll Run Type REGULAR BIWEEKLY PAYROLL
Warrant Num

Fiscal Year ☐ All Jobs Complete
Begin Date
End Date
Check Date

Comp	Required	Comp	Required
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Generate Earnings/Ded	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print Check Register
<input type="checkbox"/>	<input type="checkbox"/> Print Balance Worksheet	<input type="checkbox"/>	<input type="checkbox"/> Deduction Mag Media
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Earning/Deduction Proof	<input type="checkbox"/>	<input checked="" type="checkbox"/> Detail Distribution Rpt
<input type="checkbox"/>	<input checked="" type="checkbox"/> Payroll Vendor Proc	<input type="checkbox"/>	<input checked="" type="checkbox"/> G/L Distribution Journal
<input type="checkbox"/>	<input checked="" type="checkbox"/> Update Employee Files	<input type="checkbox"/>	<input type="checkbox"/> Detail State/Local Taxes
<input type="checkbox"/>	<input checked="" type="checkbox"/> Direct Deposit Advices	<input type="checkbox"/>	<input checked="" type="checkbox"/> Deductions Rpt By Type
<input type="checkbox"/>	<input checked="" type="checkbox"/> Direct Deposit Register	<input type="checkbox"/>	<input type="checkbox"/> Accruals Exceeded Report
<input type="checkbox"/>	<input checked="" type="checkbox"/> Direct Deposit File	<input type="checkbox"/>	<input type="checkbox"/> A/R Register Update
<input type="checkbox"/>	<input checked="" type="checkbox"/> Print Payroll Checks	<input type="checkbox"/>	<input checked="" type="checkbox"/> Deductions 'Not Taken'
		<input type="checkbox"/>	<input type="checkbox"/> Update Remaining Salaries

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Initiate a payroll process. NUM OVR

1. Select the **Find** icon and enter the appropriate selection criteria to return the desired records.
2. Press **OK**.
3. Select the **Browse** icon to list all payrolls found for the requested date.
4. Select the desired payroll.
5. Select the **Output** icon and **Print** or **Spool** to review and retain the payroll details.
6. If the displayed payroll is complete and will no longer be needed for audit purposes, select the **Delete** icon to purge the Payroll Period Summary record.

Global Audit

The Payroll Global Audit File maintains a history of steps performed during a payroll run. The audit file maintains the program, the MUNIS user who ran the program and the date and time the program was run. This feature can be used to perform research on tasks within a payroll.

Purge Suggestion: Retain the current and prior year entries. Purge on an annual basis after printing W-2's.

To Access the Global Audit File, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Files

U) PR SYSTEM ADMIN MENU

A) Global Audit Function

The following screen is displayed:

The screenshot shows a window titled "PAYROLL AUDIT FILE REPORT - KDE TEST SYSTEM". The window has a blue sidebar on the left with buttons for "Action", "Text", and "Exit". The main area is yellow and contains a table with columns: "Date", "Time", "Run", "Warrant", and "User". Below the table is a text area labeled "Audit Text". The bottom of the window has a status bar with "Activate text editor.", "NUM", and "OVR" buttons.

1. Select the **Find** icon and specify a date, warrant, or user to review.

2. Press **OK** to find all audit records within the requested range.
3. Select the **Output** icon and **Print** or Spool to review the audit history.
4. If the selected records are no longer needed for audit purposes, select the **Delete** icon to purge the selected Global Audit records. A warning message will appear to confirm the purge.